

**TALENT2 USER GROUP
BUSINESS PLAN
2010**

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1 Mission Statement

The purpose of the association is to assist Talent2 customers to make best use of their investment in the Talent2 software.

The association will foster an environment which provides mutual benefit for the Talent2 user community and Talent2, the company, by encouraging active communication among users and between users and the company.

The association will add value to the members' investment in Talent2 software by promoting better use of the products, by influencing the development direction of the Talent2 products and services, and by encouraging Talent2's R&D initiatives.

2 Membership

Classes of Membership and Terms and Conditions of Membership are as set out in Clauses 6 to 10 of the Talent2 User Group Constitution.

The annual membership fee of Talent2 User Group is currently \$385 for Australian organisations and \$350 for overseas organisations and renewal falls due on 1 January each year regardless of when an organisation joins.

3 Management Committee

The management committee of the association shall consist of a president, vice-president, treasurer, all of whom shall be members of the association, and such number of other members as the members of the association at any general meeting may from time to time elect or appoint. At the annual general meeting of the association, all the members of the management committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

Clauses 12 to 17 of the Talent2 User Group Constitution outline the selection and operation process of the Management Committee

4 Secretary

The appointment of secretary is covered in the organisation constitution.

The secretary's duties shall include but shall not be restricted to: -

- maintaining all the groups' records including proper books and accounts correctly showing the financial affairs of the association.
- deposit all monies received as soon as practicable after receipt thereof.
- prepare statement of income and expenditure for the financial year
- organise management committee meetings, prepare agenda and take minutes
- develop and maintain the User Group website

Payment of secretary fees shall be calculated on the following basis

At the agreed flate rate of \$4,400 per quarter as outlined in the ML & A Proposal dated June 2007 (renegotiable in June 2010).

5 Business Objectives

The objectives for which the association was established are: -

- Increase membership of the Talent2 User Group
- to facilitate communication between members themselves, and between members and Talent2, to exchange information on products, services, technical issues and business practices relating to Talent2 products
- to provide an active voice and a consolidated channel of communication for users of Talent2 products in expressing needs, requirements, concerns and suggestions to Talent2
- to serve as a voice in matters concerning the human resource management systems industry
- to facilitate the usage and application of Talent2 products throughout the membership
- to coordinate and assist in the ongoing education of Talent2 users through organised meetings, seminars, conferences and publications relating to the better use of Talent2 products
- to coordinate the purposes and actions of the different regional and international user groups and to create a forum where the activities and concerns of all these groups can be communicated through the Talent2 User Group.

In addition to the objectives for which the association was established the user group business objectives are:

- continue participation in the Product Board
- continue to organise the annual national conference
- conduct an audit on the performance of the conference organisers

[Every three years \(next audit to be conducted 2010\)](#)

- conduct a survey of all Talent2 Alesco customers to obtain their view on a range of aspects of the Talent2 User Group operations

[Survey to be developed and distributed by the management committee within six months of election.](#)

- review and change membership fees. If increase is recommended present at next Annual General Meeting
- maintain job descriptions for committee members;
 - enables prospective committee candidates to understand the responsibilities of the position.
- encourage and assist sharing amongst those users who want a particular system function.
- ensure that the Talent2 User Group remains a single body encompassing the users of all products to give us a single voice to talk to the company
- the group to promote information and knowledge sharing including the forums
- review content of website
- review Talent2 User Group Constitution to ensure currency

6 Product Support

Product Board

Continued participation in the Product Board. Each Australian State plus PNG and New Zealand Talent2 User Group members to nominate a representative to the Product Board who has responsibility to bring forward to each meeting the consensus view of their constituents. The President and Vice President of the Talent2 User Group are also standing members of the committee regardless of which region they are based.

Continue funding of representative's airfares for the alternate meeting from the annual conference.

Talent2 to fund the accommodation and meals of the Talent2 User Group representatives.

Beta Testing

The Talent2 User Group to encourage organisations to become involved with beta testing

7 Records

The elected secretary shall maintain the records of the group. ConferenceIT (a trading name of Martin Lack and Associates) currently hold the position.

8 Meetings

The management committee shall meet at least once every 2 calendar months to exercise its functions. This can be through a physical meeting or electronic meeting or combination of both as determined by the management committee. The management committee must decide how a meeting is to be called. Notice of a meeting is to be given in the way decided by the management committee.

The regional representatives shall organise a minimum of two user group meeting per annum. These meeting may be through a physical meeting or electronic meeting or a combination of both as determined by the regional representative.
